

# The Department of Human Resources and Risk Management

## Job Descriptions

JOB TITLE: Director of Human Resources & Risk Management

### GENERAL STATEMENT OF JOB

Under general direction, directs and supervises the activities of the Human Resources and Risk Management Department, ensuring compliance with all applicable policies, procedures, laws and regulations. Assists the City Manager with various special projects. Performs related work as directed. Reports to the City Manager.

JOB TITLE: Human Resources & Risk Manager

### GENERAL STATEMENT OF JOB

Under general direction, performs professional work in the administration and coordination of various human resources and risk management functions for the City of Dunedin. Administers the City's classification and compensation program, and oversees the daily operations of the Human Resources & Risk Management Department. Assists with various special projects and reports. Reports to the Director of Human Resources and Risk Management.

JOB TITLE: Payroll & Benefits Coordinator

### GENERAL STATEMENT OF JOB

Under direction, performs professional work in the coordination and administration of human resource functions for the City, including payroll processing, employee benefits, class and compensation, training, policy development and employee relations. Assists the Director of Human Resources & Risk Management with various special projects and reports. Performs related work as directed. Reports to the Director of Human Resources & Risk Management.

**JOB TITLE:** Risk Management Coordinator

**GENERAL STATEMENT OF JOB**

Under limited direction, performs administrative work in the coordination and promotion of the City's risk management program, including safety, claims processing for property, liability, and workers' compensation, and other related programs. Work requires independent judgment on problem solving, data collection/reporting, and coordinating claims. Assists the Director of Human Resources & Risk Management and the Human Resources and Risk Manager with various special projects and reports. Performs related work as directed. Reports to the Director of Human Resources & Risk Management.

**JOB TITLE:** Human Resources Specialist

**GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately difficult human resources and administrative duties to support the department director and staff, which include but are not limited to recruitment, coordination of employee training, researching and compiling data, ordering and maintaining department's inventory of office supplies and equipment, maintaining computer record-keeping operations, assisting with budget entry and monitoring, maintaining financial records, establishing and maintaining filing systems, etc. Performs other related work as directed. This is a confidential position which requires discretion, excellent customer service skills, tact and some degree of independent decision making for routine tasks. This position reports to the Director of Human Resources & Risk Management.